



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5043

BnO 1050.1D w/Ch 1
B 07-3
13 Dec 01

BATTALION ORDER 1050.1D w/Ch 1

From: Commanding Officer
To: Distribution List

Subj: LEAVE AND LIBERTY

Ref: (a) MCO P1050.3H
(b) MCBO 1050.1A

Encl: (1) Liberty Limits

1. Purpose. To publish amplifying instructions, guidance and command policy concerning leave and liberty for this Battalion in accordance with references (a) and (b).

2. Cancellation. BnO 1050.1C.

3. Emergency Leave. Leave granted for a personal or family emergency requiring the Marine's presence is referred to as emergency leave. Emergency leave should be authorized whenever any of the following circumstances is determined or believed to exist by leave granting authorities:

a. Upon death of a member of the Marine's or spouse's immediate family; i.e. father, mother, person(s) standing in loco parentis, son daughter, brother, sister.

b. When the return of the Marine will contribute to the welfare of a dying member of the Marine or spouse's immediate family.

c. When important responsibilities are placed upon the Marine, which cannot be accomplished from the Marine's duty station due to any serious illness/injury of a member of the Marine's or spouse's immediate family as defined in reference (a).

d. Leave will be granted to the individual after Red Cross verification has been received or other information becomes available, which verifies the emergency. Individuals in a disciplinary or excess leave status will be carefully screened and the company commander or Battalion Area Officer of the Day (AOD) will obtain Red Cross verification. Emergency leave will be

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granted by the company commander, the AOD can grant five days of leave for the Marine. If the Marine required more than five days, they should contact their respective company commander during working hours for an extension.

4. Annual Leave. Annual leave is an authorized absence from the place of duty chargeable to the leave account of a Marine. Leave is normally accrued by a Marine at the rate of 2.5 days per month. The following restrictions apply to leave:

a. Leave and special liberty cannot be combined.

b. Leave can be granted at any time it is requested by the Marine provided his/her presence is not required to accomplish the command's mission.

c. Leave will not be authorized for more than 60 continuous days during any fiscal year unless approved by the Commandant of the Marine Corps (CMC).

d. Marines should not be authorized to take leave in excess of what they can accrue prior to their Expiration of Current Contract (ECC).

e. Marines should be encouraged to take leave throughout the year, to include at least one leave period of 14 consecutive days of length.

f. Persons authorized to grant leave as established in this Order should regulate quotas and schedule and maintain the degree of readiness required to accomplish the mission of their unit/section. Since the number of days a Marine may be absent and still be entitled to pay and allowances is fixed by statute, each Marine must be informed of their current leave account status at the time of each request for leave. This information is normally provided to the individual Marine by their Leave and Earning Statement (LES). If a Marine does not receive an LES and is unable to determine such information, their company commander will be responsible for determining/advising the Marine of their leave account status.

g. Leave must start and end within the geographical limits of the Marine's permanent duty station, which is considered to be 80 miles.

5. Granting Annual Leave

a. The Commanding General, Marine Corps Combat Development Command (CG, MCCDC) will grant leave for all general officers, the Military Secretary, the Commanding General of the Marine Corps Base, Staff Judge Advocate (SJA), Aide-de-Camp to the CG and MCCDC Sergeant Major.

b. The Commanding General, Marine Corps Base will grant leave for the division directors, special staff, and organizational commanders.

c. Leave will be granted by company commanders and designated billets below upon receipt of leave authorization. Leave authorizations will be types by the Marine's division, section or company office, documented for accountability/inspection.

d. The following billets within Tenant Activities Company (TACo) are authorized to grant leave: Deputy Commandant of the Marine Corps for Manpower & Reserve Affairs (M&RA), Director/Deputy Directors of Personnel Management Division (MM), Reserve Affairs Division (RA), Manpower Plans & Policy Division (MP), Personal & Family Readiness Division (MR), Manpower Information System Division (MI), Chiefs of Staff and Directors within Marine Corps Recruiting Command (MCRC), Marine Corps Systems Command (MCSC), MITNOC and Joint Non-Lethal Weapons Directorate. This authorization will not be delegated. These divisions will keep a logbook of all leave. This logbook will be inspected by TACo's company commander on a quarterly basis. A copy of all leave papers will be forwarded to the company office prior to taking leave. All weekend leave papers will be forwarded to the company office. The company office is responsible for leaving all leave papers with the AOD.

e. The following billets within Training and Education Center Company (TECo) are authorized to grant leave: CG, Training and Education Command; CG, Education Command; CG, Training Command and their respective Chiefs of Staff.

f. An officer/enlisted desiring leave that is a member of a board, council or committee convened by the Commanding General will obtain oral permission from the senior member of the board, council or committee prior to submitting leave requests. Members of general/special courts-martial will advise the Staff Judge Advocate of the date of their requested leave. Once a date of trial has been set, the Marine will not take conflicting leave unless excused from duty on the courts-martial.

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6. Commencement and Termination of Leave.

a. Under routine circumstances, leave shall commence at 1630 or at the conclusion of the Marine's duty day. On nonworking days leave shall commence at 0800.

b. The hour for personnel returning from leave will be 0730 on workdays. On weekends the hour is 0859. If an individual returns from leave after 0900, that duty will be counted as a day of leave.

7. Checking Out/In from Leave

a. Staff Sergeants and above, with approved leave, may complete checking out/in from leave by telephone to the Battalion AOD (784-2261 or 2263) and turn their leave authorization into their company commander the next working day. Commencement and termination of leave must be made in the immediate vicinity of the Marine's duty station (place from which the Marine normally commutes daily to and from work).

b. Sergeants and below will pick up/return their leave authorization in person to/from their company office during working hours. After working hours, leave papers will be turned into the Battalion AOD. Personnel possessing meal cards and/or rifle cards will surrender/retrieve them upon commencement/termination of leave to/from the company/Battalion AOD.

c. Sergeants and below of Tenant Activities Company will check out of their perspective sections during working hours. All after hours/weekend leave papers will be picked up at the Battalion AOD.

8. Leave Extension

a. Extensions of leave will be granted for good and sufficient reasons. Marines desiring a leave extension will contact their respective company commander during working hours. A Marine who is on leave who needs a leave extension due to an emergency situation will contact the AOD after working hours.

b. Marines who are on leave can be granted an additional five days leave for providing assistance in recruiting in accordance with reference (a). Company commanders are requested to stress this program to Marines departing on leave.

9. Information Concerning Leave and Liberty

a. Authority over Military Personnel. Military police, shore patrols, air police, officers, petty officers and noncommissioned officers of the Armed Forces are authorized to take preventive and/or corrective measures including apprehension, if necessary, in the case of any member of the Armed Forces who is guilty of committing a breach of the peace, disorderly conduct or any other offense which reflects discredit upon any branch of service.

b. Instructions Concerning Emergency Medical or Dental Treatment

(1) An emergency is defined as a situation wherein the need or apparent need for medical/dental attention at the time does not permit transportation to a federal medical or dental facility, including those available through Veteran's Administration facilities. Emergency dental care is limited to measures appropriate to relieve pain or to abort infection and does not include the furnishings of prosthetic appliances including crowns or inlays, or the use of gold or other precious metals for fillings.

(2) If emergency medical/dental care is required and there are no naval facilities available, initial application will be made to another Federal medical/dental facility if available. (Federal facilities are those of the Navy, Army, Air Force, Coast Guard and Public Health Service, and Veteran's Administration.)

(3) If no Federal facilities are available in a bona fide emergency situation, Marines may obtain emergency treatment from any source at government expense.

(4) A Marine on leave or liberty who is hospitalized should immediately notify the respective company commander if possible or the nearest Marine Corps activity/representative. Upon release from the hospital, provide by telegram or telephone call the date of release. If the Marine is on leave, the Leave Authorization, NAVMC 3, must be endorsed/annotated to reflect the place hospitalized time/date of admission, time/date of release, doctor's diagnosis and doctor's signature. If traveling under orders issued by competent authority on authorized liberty, a statement from the attending doctor containing the information above will be obtained by the Marine concerned for delivery to the company commander.

(5) Any time a Marine receives emergency medical/dental treatment from a civilian source, the Marine is responsible for

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obtaining the bills for the care in quadruplicate; itemized to show B dates on or between which services were rendered or supplies furnished. The charges for each item will be presented to the respective company commander per reference (c).

10. Liberty. Liberty is an authorized absence from place of duty for a short duration (not to exceed 96 hours) not chargeable as leave. Per references (a) and (c) the following procedures apply concerning liberty:

(a) Staff Sergeants and Above/Personnel Residing Off Base. Liberty runs the end of each working day until 0730 the next working day.

(b) Sergeants and below. Company commanders may grant liberty to sergeants and below as follows:

(1) Normal (Overnight) Liberty. Monday through Thursday 1630 until commencement of normal working hours the following day.

(2) Weekend Liberty. Anytime after the beginning of normal working hours on Friday until commencement of normal working hours the following Monday.

11. Special Liberty. Liberty granted outside of regular liberty periods for unusual reasons, such as compensatory time off, emergencies, to exercise voting privileges, citizenship, for observance of major religious events, or for special recognition.

(a) Three-day (72 hour) Liberty. A special liberty period commencing at an hour designated by the company commander and expiring three days later. When a three-day liberty includes only regular liberty time, with no scheduled working hours included, it is treated as regular liberty.

(b) Four-day (96 hour) Liberty. A special liberty period commencing at an hour designated by the company commander and expiring four days later.

12. Liberty Limits. Liberty is permission to leave the duty station. It does not include permission to leave the general vicinity of Marine Corps Combat Development Command geographical limits prescribed below without specific permission from their respective company commander.

a. Those on regular liberty or special liberty of 24 hours or less will not proceed beyond 80 miles.

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b. Those on liberty of more than 24 hours will not proceed beyond 300 miles. The 80 and 300-mile limits of liberty will be measured from the intersection of Fuller Road and U.S. Highway Number One along the shortest route of paved state or Federal highways. The enclosure indicated both the 80-mile and 300 mile liberty radius.

13. Liberty Passes. A valid Armed Forces Identification Card, DD Form 2MC, shall suffice to identify Marines on authorized liberty. The liberty Request/Out of Bounds Pass, NAVMC 10471-PD will be carried by Marines below the grade of corporal when they go on special liberty and are authorized to exceed liberty limits. The Marine will surrender the pass to the respective company commander upon return from liberty. Officers, staff noncommissioned officers, and noncommissioned officers are not required to carry written evidence of this authorization as per reference (a).

14. Action.

a. Deputy Commanders/Activity Heads. Ensure the widest dissemination of the contents of this Order.

b. Company Commanders. Ensure a copy of this Order is posted on each company bulletin board.

J. W. MCCLUNG

Distribution: A



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13 Feb 02

BATTALION ORDER 1050.1D Ch 1

From: Commanding Officer
To: Distribution List

Subj: LEAVE AND LIBERTY

1. Purpose. To direct a change to the basic Order.

2. Action.

a. In paragraph 5(d) change "Joint NOOn-Lethal Weapons Director" to read "Joint Non-Lethal Weapons Directorate."

b. Add paragraph 5(e), "The following billets within Training and Education Center Company (TECO) are authorized to grant leave: CG, Training and Education Command, CG, Education Command, and their respective Chiefs of Staff."

c. Rename existing paragraph "5(e) to read 5(f).

3. Filing Instructions. File this change Transmittal immediately following the signature page of the basic Order.

R. BARRY CORNIN

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Liberty Limits

(See MCBO 1050.1A for diagram)

Enclosure (1)